PPM V2.0 - PROJECT INITIATION FORM (PIF)

Project Name	*Click here to enter text.*
Project Identifier **Issued by EPMD After Submission**	*This field is not live – is pending further tool functionality to support HUD project management processes.
Description/ Business Need/ Scope Summary and Expected Results	*Click here to enter text.*
Segment and Investment Mapping	Please select the segment to which this project is mapped from the dropdown below: *Choose an item.* Please select the investment to which this project is mapped from the dropdown list below: *Choose an item.*
For Projects Funded from HUD's Budget Formulation Process	Provide a summary of funding approved below and provide a link to the Approved FYXX Internal Expenditure Plan documents for the investment submitted as part of that year's budget formulation process: *Click here to enter text.*
For Projects Not Funded from HUD's Budget Formulation Process	Is this project on OCIO's Unfunded Priority List? ☐ Yes ☐ No If yes, please provide the funding approval documentation submitted for funding consideration and approval: *Click here to enter text.* If no, please contact the Customer Relationship Coordinator (CRC) for your segment for advice on next steps.
Project Ancestry	1. Is this project a follow-on effort to a previously approved larger initiative? ☐ Yes ☐ No If yes, please enter the name of the larger initiative: *Click here to enter text.* 2. Is this project a follow-on effort to a previously completed project (such as a subsequent phase or wave)? ☐ Yes ☐ No If yes, enter the name of the previously completed project: *Click here to enter text.*
Project Type	☐ COTS/GOTS ☐ Decommissioning ☐ Software-as-a-Service (SaaS) ☐ Other ☐ Custom Development ☐ Undecided/ Not Sure ☐ Modifications/ Enhancements
Strategic Alignment	1. HUD Strategic Plan Goal – Primary (dropdown) *Choose an item.* 2. HUD Strategic Plan Goal – Secondary (dropdown) *Choose an item.*

Project Stakeholders **(select all that apply)** **Selection means that the specific program area will be affected by the successful execution of the project (e.g., user of a new system).**	☐ Center for Faith-Based and Neighborhood Partnerships ☐ Chief Financial Officer ☐ Chief Human Capital Officer ☐ Chief Information Officer ☐ Chief Procurement Officer ☐ Community Planning and Development ☐ Congressional/ Intergovernmental Relations ☐ Departmental Enforcement Center ☐ Equal Employment Opportunity ☐ Fair Housing/ Equal Opportunity ☐ Field Policy and Management ☐ General Counsel	☐ Ginnie Mae ☐ Healthy Homes and Lead Hazard Control ☐ Housing ☐ Labor Relations ☐ Office of Hearings and Appeals ☐ Office of the Inspector General ☐ Policy Development and Research ☐ Public Affairs ☐ Public and Indian Housing ☐ Small/ Disadvantaged Business Utilization ☐ Office of Strategic Planning and Management ☐ Sustainable Housing and Communities
Final Project Output/ Impacts (select all that apply)	☐ Analysis, Recommendations, Plans and Policy ☐ Business Process Re-engineering ☐ Data ☐ Standards ☐ Industry Guidance ☐ Infrastructure Update	☐ New Platform or Infrastructure ☐ Current System Modification ☐ New System ☐ Service ☐ Shared Service ☐ Other (please explain in space provided): *Click here to enter text.*
Summary of Benefits (select all that apply)	☐ Direct Support of HUD Mission Activities ☐ Process Automation ☐ Enhanced Performance ☐ Decreased Complexity	☐ Improved Technology Availability ☐ Technology Re-use ☐ Compliance ☐ Other: *Click here to enter text.*
Summary of Risks (select all that apply)	☐ Schedule ☐ Cost/Funding ☐ Resources ☐ Interoperability ☐ Data	☐ Security or Privacy ☐ Technology ☐ Executive Support ☐ Feasibility ☐ Other: *Click here to enter text.*
Proposed Project Team	Please list the proposed project team members including the proposed Business Lead: *Click here to enter text.*	
Estimated Project Duration	Estimated Start Date: *Click here to enter a date.* Estimated End Date: *Click here to enter a date.* ☐ 0-6 Months ☐ 6-12 Months ☐ 1 year – 2 years ☐ Over 2 years If a required completion date exists, please provide the date: *Click here to enter a date.*	

Rough Order of Magnitude (ROM) Life Cycle Cost Estimate	Refer to the information presented within the business case for investment selection and enter the best, at this point in time, estimate of the entire life cycle cost of the project and solution being implemented: *Click here to enter life cycle cost estimate.*
Procurement Forecast **Procurement detail (both OCPO and HRMB) should be discussed in the Initiation Phase Procurement Management Plan.**	Click here to describe when procurements are forecasted to be needed for this project.
Submitted By	Click here to enter name and contact information of IT Project Manager.
PIF Review and Validation of Receipt	
TRC Chair (OCIO Resource Assignment Initiation)	*<TRC Chair reviews PIF notification and signs/dates confirming the review was completed. TRC Chair initiates facilitation of OCIO resources in collaboration with members of TRC.>*
OCRPM – Customer Relationship Coordinator	*<CRC reviews PIF notification and signs/dates confirming the review was completed. CRC sends PIF to pre-determined point-of-contact within OCRPM-Enterprise Program Management Division, OCRPM-Investment Management Division, OCRPM-Enterprise Architecture Division, and OCIO-IT Operations.>*
Business Lead	*<Business Lead reviews PIF notification and signs/dates confirming the review was completed.>*

Integrated Project Team Membership (IPT) – OCIO Resource Assignments

Please highlight in the following table the OCIO roles required and an estimate of the percentage of time each will be needed on this project. The TRC Chair, upon receipt of the PIF, will facilitate OCIO resource identification and assignment in collaboration with the members of the TRC. To assist you in identifying the appropriate roles, the table below provides you some examples of the type of work each role is expected to perform on a project. It is for this reason the TRC must also know the percentage of time each of the individuals you identify below will be expected to participate. Please use project management best practices when estimating.

IPT Role & Examples of Work to be Performed	% Needed
Government Technical Representative (GTR) and Government Technical Monitor (GTM) – support the Business Lead and IT PM by developing the acquisition documents necessary to execute the acquisition strategy; provides contract execution and administration activities in accordance with contract.	
Security Specialist – obtain & analyze data requirements and access requirements from business to determine project activities needed to execute appropriate technical controls; provides major input into system security plan; provide input into other security activities, timelines, and cost estimates.	
Infrastructure & Operations Representation – technical representatives required to participate from the beginning of the project to understand and translate business & functional requirements into technical specifications, assist in defining project activities, timelines, and cost estimates, address HW/SW and services needed to support the project, address development, testing, production, and backup requirements, establish service levels, provide major input into system security plans, technical design, test plans, data conversion plans, deployment/release plans, operational and maintenance plans.	
Enterprise Architecture Representation – use architecture standards to assist in developing solution design options; provides input in to tasks, timelines, and cost estimates for security, data, technical and service architectures; recommends segment and investment placement of projects/solutions into IT portfolio.	
Investment Management Representative – CPIC – to identify and ensure projects/solutions follow investment management requirements, investment updates, monthly federal IT Dashboard updates, performance reporting, and other IT budget formulation and execution activities.	
Privacy Officer Representative – assess data requirements to ensure appropriate controls are executed to protect sensitive and private information.	